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21 October 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Appointment of Claims Board

1. The problems inherent in compensation claims are many times most complicated and require evidence and opinion from several offices.

2. While the present procedure of claims routing is an improvement from the day when formal procedure did not exist, it is believed that the mechanism would benefit from conjoined action rather than individual contribution.

3. It is recommended that a Claims Board be established with the same composition as the Disposition Board but not requiring office head participation. The Board would provide advice and recommendation to the Assistant Director for Personnel and its action would satisfy the responsibilities of the respective offices concerned.

4. The suggested composition of the Board is as follows:

Chairman - Personnel Office Representative  
Member - General Counsel Representative  
Member - Security Office Representative  
Member - Medical Office Representative  
Secretary - Personnel Office Appointee  
Witnesses - As required.

JOHN R. TIETJEN, M.D.  
Chief, Medical Staff

Distribution:

Orig & 1 - Addressee  
1 - DD/A ✓  
1 - General Counsel  
1 - Director of Security  
3 - Medical Office

Document No. 017  
No Change in Status ☐  
☐ Rejected  
Class. Changed To: TS S  
Auth: 21 NOV 1978  
Date: ☐

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